



JOB DESCRIPTION

PERSONAL SUPPORT WORKER

Philip Aziz Centre is a community-based hospice and children's residential hospice (Emily's House) providing practical, physical emotional and spiritual support for adults, children and families living with life-limiting illnesses. Emily's House is a 10 bed pediatric hospice dedicated to enhancing the quality of life of children, youth and their families living with progressive life-limiting illnesses. Emily's House offers a home-like environment where life is celebrated and lived to the fullest and every moment is optimized to be a precious memory for the family.

Reporting to the Manager of Clinical Programs, the Personal Support Worker works closely with the interdisciplinary team. The Personal Support Worker is responsible for: resident and family care, administration, and reporting.

As the Personal Support worker, you are a member of the interdisciplinary team and you will demonstrate best practice, innovation, and the highest level of skill, training, and compassion in the delivery hospice care, upholding the dignity and respect of everyone.

RESPONSIBILITIES AND DUTIES

Resident and Family Care

- Provide personal care service according to directions on the clients established care plan, and ensure that, on an ongoing basis, the emotional, spiritual, physical, comfort and safety needs of clients are being met to the greatest possible extent
- Contribute to and review assessment, goal planning and progressive reviews for all residents
- Assist with the implementation of care plans and in an emergency ensuring the safety and well-being of all concerned
- Respect and encourage resident self-determination and independent living.

- Provide personal care to children that includes bathing, dressing, oral hygiene, skin, and hair care; assisting with toileting needs; positioning, lifting, and transferring of children, monitoring bowel routines, and toileting.
- Food Preparation: placing grocery orders, meal planning and cooking using Canada's Food Guide with respect to ethnic considerations, assisting clients with eating, as well as preparing and delivering tube feedings as directed by Registered Nurse/Registered Practical Nurse (with proper certification)
- Provide general housekeeping duties: surface cleaning, mopping, sweeping, vacuuming, emptying garbage cans, laundry, bed making and replenishing household supplies, washing dishes, dusting, and tidying
- Knowledge and use of adaptive aids and equipment of residents
- Assist with child's exercise routines, religious practices, and activities of daily living
- Engage children in recreation activities, such as pet therapy and music therapy activities
- Records pertinent information in the child's chart and completes task lists and daily logs
- Safely utilizes mechanical aids such as wheelchairs, lifts, and stretchers
- Performs tasks designated by the Registered Nurse/Registered Practical Nurse such as obtaining urine specimens, administering non-sterile dressings, checking skin for ulcers, wounds, infections and skin problems and tube feedings (with proper certification)
- Observes and monitors children and reports any observations, problems or behavioural, physical and/or cognitive changes to the Registered Nurse/Registered Practical Nurse
- Performs clerical duties as required including answering the phone, preparing, and archiving client charts, and creating documents
- Develops a rapport with children and their family
- Accompanies clients to appointments and running errands when authorized by a supervisor
- Adheres to the Policies and Procedures of Philip Aziz Centre/Emily's House including maintaining the confidentiality of client information.
- Attends team meetings
- Performs other related duties as assigned

Administration and Reporting

- Participate in team meetings, training activities and orientation of new staff and volunteers
- Review Program manuals and contribute to the development of new resources as required
- Keep informed of resident service needs by reviewing care plans, monitoring notes, medication charts and team meeting minutes.
- Maintain communication with Primary Nurse and support care team and report any concerns regarding service delivery, resident care, and safety issues.
- Observes for and reports any changes in the residents and condition to the appropriate team members.
- Assist in an emergency
- Record all information pertaining to shift activity as per hospice procedures.
- Work in collaboration with other health care professionals

- Know and comply with all emergency fire safety regulations, health and safety guidelines, policies, and procedures.
- Work collaboratively with family, residents, professionals, and the community.
- Treat residents, family members, guests and health care team members with respect and dignity at all times.
- May perform delegated tasks in accordance with the College of Nurses delegation standard.

QUALIFICATIONS

Essential Qualifications

- Grade 12 education supplemented with post-secondary education in a related health field
- Graduate from an accredited Personal Support Worker Program
- **PSW** designation preferred or working towards it
- Member of the Personal Support Network of Ontario
- Minimum 2 years as a PSW
- Pediatric experience required
- Palliative experience required
- Ability to do rotating 12 hour shifts
- Caring, friendly and positive attitude with the ability to establish and maintain rapport with children and families
- Strong communication skills both verbally and in writing
- Desire to work collaboratively as a member of a transdisciplinary team
- Ability to organize workload, complete tasks as assigned and follow oral and written instructions
- Understanding of the care requirements of children with special needs
- Acts as a positive role model; teaching effective social and interpersonal skills through tasks of daily living and social activities
- Physical ability to perform the duties of the position- Work may include lifting, pulling, carrying, and pushing. Considerable walking and standing with occasional bending and stooping. May be in frequent contact with water, cleaning, and disinfectant solutions. Manual dexterity is needed, as is a preference for routine repetitive tasks
- Physical ability to perform duties of this position (stand, bent, squat, kneel, and reach freely, able to freely lift 23kg; able to assist with standing, walking, sitting, and positioning in bed)
- Knowledge and skill to operate a personal computer which includes knowledge of MS Office and Windows programs such as MS Outlook
- Experience preparing meals and completing housekeeping tasks
- Experience working with children with behaviour issues an asset
- Criminal Record Check with the vulnerable population required

Additional Qualifications

- Palliative Care Certification an asset
- Safe Food Handling Certified required
- Safe Management (non violent crisis management) Certification an asset

How to Apply:

The following information must be included with each application:

- A one-page cover Letter
- Your resume showing relevant work experience
- Please clearly indicate the position for which you are applying and whether you are seeking full-time, part-time, or casual employment
- 3 professional references including daytime phone number and e-mail addresses

Please e-mail your completed application to patty@emilyshouse.ca with “PSW Application” in the reference line. No unannounced visits or phone calls, please. Applications will be accepted until 12:00 am (midnight) Sunday June 6, 2021

For more information about our Hospice and our programs, please visit our web site: <https://www.philipazizcentre.ca/> or <https://www.emilyshouse.ca/>